

Adair County SB40 Developmental Disability Board		Policy Number: _____	
Standard Operating Policy and Procedure		Page <u> 1 </u> of <u> 8 </u> Attachments: <u> </u> <u> </u>	
Section	Personnel		
Policy Name	Medical Leave Bank		
Adopted Date	Approved by:	Board of Directors	
Revised Date	Approved by:	Board of Directors	
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Purpose

The purpose of the Medical Leave Bank ('the Bank') is to provide additional paid medical leave for employees of Adair County SB40 ('the Agency') who have exhausted their accrued sick and vacation leave benefits as the result of their own catastrophic illness or the need to care for a spouse, child or parent who is suffering from a catastrophic illness.

A catastrophic illness is defined as a health condition that is seriously incapacitating, of extended duration, and is certified by a physician, which requires the employee's absence from work for a prolonged period of time leading to the exhaustion of the employee's earned leave. The Bank serves as a depository into which employees of the Agency may voluntarily contribute leave for allocation to other employees.

The Bank is open to all full-time permanent employees of the SB40. The Bank will become operational when 1) employees voluntarily contribute 4 hours of vacation leave during an open enrollment period at the beginning of each fiscal year or 2) employees voluntarily contribute up to 40 hours of vacation leave in lieu of losing the vacation hours due to unused (per the Agency's vacation policy).

At no time will the Bank exceed a balance of 280 hours of medical leave available for use. No employee may be granted more than 80 hours of medical leave from the bank within a 12-month period. Donors may not designate a particular individual to receive their donated leave time.

The Bank will be administered by the Bank Administrative Committee ('BAC'). The BAC will consist of five members of the Agency's management team which includes the Executive Director, Admin/HR Coordinator, the Accountant, the Director of Service Coordination and the Community Engagement Specialist. Three voting members shall constitute a quorum, and meetings may be held in person, by conference call or through electronic communication.

All full-time permanent employees in good-standing are eligible to apply for withdrawal of leave time from the Bank. Employees who have had disciplinary action within the previous six months are not eligible to apply. Eligibility is discontinued upon an employee's termination of employment, retirement or death. The Bank is available to employees who have completely exhausted all earned sick leave, vacation leave, and compensatory time.

An employee may submit the application for leave from the Bank to the BAC. An application must be accompanied by a statement from a physician that includes the beginning date of the condition, a description of the illness or injury, and a prognosis for recovery. Requests must indicate the estimated number of medical days required, up to a maximum of 10 days (80 hours). In addition, any member of the BAC may submit a request for review for leave to be granted from the Bank for any employee who meets the eligibility criteria.

Leave requests will be reviewed and determined by the Bank Administration Committee ('BAC'). An application for Bank leave may be denied if it is incomplete, or if the employee fails to provide requested documentation. An employee may resubmit the application when it is complete or additional documentation is provided.

In the event that a request is denied, the Employee may submit a written request to the Adair County SB40 Board Executive Committee within 15 working days of the receipt of the denial from the Bank Administration Committee. Members of the Executive Committee will meet within fifteen working days and provide a written response with their decision. Three voting members shall constitute a quorum, and meetings may be held in person, by conference call or through electronic communication. Members of the Executive Committee may not vote on an application of their own or that of a relative.

The Leave Bank must maintain a positive balance of leave time to remain in operation. The BAC may not grant Bank leave time when the Bank does not have available days to fill the request nor exceed the maximum number of leave days allowed. Members of the BAC may not vote on an application of their own or that of a relative.

In the event the Bank exhausts the time that has been donated, it shall suspend operation until 1) the next available Open Enrollment period, 2) a donation is made by an employee in lieu of losing vacation hours or 3) unless a Special Contribution period is authorized. If the Bank should run out of leave time, a Special Contribution Period may be opened if authorized by the Executive Director. In this event, employees will be given an opportunity to voluntarily contribute additional vacation time to the Bank outside the Open Enrollment period.

Whenever time remains in the Bank at the end of any fiscal year, the unused time will be carried over to the next fiscal year. At the end of each fiscal year, the BAC will prepare an annual evaluation of the Leave Bank program to the Board of Directors that outlines usage for the past fiscal year, evaluates costs associated with the program, and makes appropriate recommendations for improvement. The report will include the amount of time donated to the Bank, the amount of time granted from the Bank, dollar value of the time granted based on the salary of the donor and the amount of time at the end of the year to roll over to the following year.